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Chief, Security Division

28 May 1954

Chief, Personnel Security Branch

Committee on Records

There is attached a report of the 20 May meeting of the Committee on Records.

Most of these items will be handled or acted upon on the Branch level.

The Committee has recommended that the Chief, Special Security Division and the Chief, Security Division discuss the problem referred to in item "g" of paragraph 2 with a view toward eliminating what appeared to the Committee members to be unnecessary restrictions on the availability of information within the Security files.

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Attachment

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**COMMITTEE ON RECORDS**

5/20/54

1. The Committee on Records convened at approximately 2:00 on 20 May.
2. The Committee continued its discussion of the files in use in the two file rooms. The following decisions were made by the committee:
  - (a) Based on the initial study, the committee agrees that the basic file systems of the two file rooms should continue as they exist at this time.
  - (b) The committee agreed that the upper right hand corner of security files should contain only the subject designation and the file number. The committee recommends the adoption of this change in procedure.
  - (c) The committee agreed that old cases will not be changed to conform to (b), above, until or unless they are brought up for current action.
  - (d) The committee agreed that within the respective file rooms only one file jacket should exist on an individual unless the amount of material on the subject of the case is too great for one jacket. Where it is necessary to set up another jacket because of the amount of material, the committee agreed that the files should be marked in a uniform system. The system proposed is that the file jacket will be marked as "volume" and "volume 1 of 2", and "volume 2 of 2".
  - (e) The committee considered the report made by the NSD representatives concerning the filing of biographic and use material on the left hand side of the jacket and agreed that the difference between the two file systems on this point is of no concern to the committee at this time.
  - (f) The committee agreed that the offices concerned are not staffed at this time for, and that there is insufficient need for the serialization of file documents.
  - (g) The committee agreed to recommend to the Chief of the Security Division and the Chief of the Special Security Division that there be discussed at the Division or office level the problem involved in placing of material in sealed envelopes in case files. The committee feels that unnecessary restrictions are placed on who can open certain envelopes and recommends that the problem be approached from the point of:

- (1) Extending the number of officials who can open envelopes now marked for only the Director of Security, the Deputy Director of Security, the Chief and Deputy Chief of the SSD, and the Chief and Deputy Chief of the Security Division and the Chief, Security Research Staff, and
- (2) That where possible envelopes be sealed for "authorized personnel only".

3. The Committee agreed to meet on 27 May at which time it would discuss the charge-out systems in use and the filing system.



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Chairman

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